



The City of Eugene is accepting  
**ONLINE APPLICATIONS ONLY** for:

# POLICE OFFICER



**PLEASE NOTE THAT THE INFORMATION AND DATES IN THIS FLYER PERTAIN ONLY TO THE  
CURRENT JUNE 26 – AUGUST 7 POLICE OFFICER RECRUITMENT.**

**Salary Range:** \*Anticipated salary range by  
Winter 2016 hire date will be \$58,177-\$74,172.

**APPLICATIONS MUST BE RECEIVED BY 5:00 PM ON FRIDAY, AUGUST 7, 2015**

Please visit the City of Eugene's website: [www.eugene-or.gov/jobs](http://www.eugene-or.gov/jobs) to apply.

## **CAREER NIGHT!!**

Learn what it's like to be a Police Officer from Eugene's professionals.  
Find out about the application and testing process.

**Wednesday, July 15, 2015**

**6:30pm**

Emergency Services Training Center  
1705 West 2<sup>nd</sup> Avenue – 2<sup>nd</sup> and Chambers

**\*\*No pre-registration required.\*\***

### **General Statement of Duties**

Performs a variety of law enforcement duties; first responder to incidents; serves as direct link between the department and the public; responds to, and investigates, incident scenes; assesses appropriate actions to incidents; patrols assigned areas; enforces laws and ordinances; makes arrests; preserves crime scene evidence; summarizes events in report format; and performs preventive community policing for diverse neighborhoods.

### **Minimum Requirements**

High school diploma or GED. Three years post-secondary education and/or experience required, which must include a minimum of one year of police, social services, or public contact experience. This experience may be combined with related college course work (such as criminal justice, social science, business, etc) to add up to the three-year minimum required.

Must be at least 21 years of age by date of hire.

NO felony convictions. NO Class A Misdemeanor convictions within 24 months of application.

Must be able to work various shifts; nights, weekends, and holidays. Officers assigned to a patrol team are currently working a 4/10 work schedule. Emergency response time for a Police Officer requires reporting to work and being ready for duty within 45 minutes of notification.

Fluency in a language in addition to English is desirable. Preference for Spanish or Sign Language ability may be given.

Must meet State requirements including vision, hearing, and standards for basic certification as a law enforcement officer by the Department of Public Safety Standards and Training (DPSST).

A valid Oregon driver's license, or ability to obtain by date of hire; **must pass driving records check** and, if hired, maintain a driving record that meets the City's standard. *Oregon law requires that an out-of-state license holder must obtain a valid Oregon license (with appropriate endorsements) within 30 days of becoming domiciled in the state (ORS 803.355).*

## **Selection Process Components**

The current process timeline is outlined below. Exact dates may be subject to change:

<b>Application Deadline (Step 1)</b>	<b>Testing Period (Step 2)</b>	<b>Interviews (Step 3)</b>	<b>Projected Hire Dates (and eligibility lists to be established)</b>
August 7 by 5:00 pm	August 28, 29, and 30	October 12 thru 22	February 2016

**The following steps will be required for a candidate to pass during the application and selection phase of this recruitment. Candidates will be notified of their status at each phase of the process via e-mail, whenever possible.**

**Step 1:** As applications and pre-screen backgrounds are received, candidates will undergo a **pre-screen background evaluation**, which includes a driving records check, a criminal history background, and an evaluation of work history and supplemental questionnaires.

**Step 2:** Candidates will be selected for testing based on an evaluation of completed application materials and the information you provide on your pre-screen background. Candidates will be notified BY E-MAIL of exact times, dates, and locations for each component of testing, if eligible. This may involve candidates self-scheduling for offered testing. During the testing period a **multiple-choice examination** evaluating candidates' relevant general knowledge will be administered as well as a **descriptive writing exercise**. A [descriptive writing tip-sheet](#) can be found at [www.eugene-or.gov/jobs](http://www.eugene-or.gov/jobs) by clicking on the "[How to Apply](#)" link on the left side of the page.

As a portion of the selection process for the position of Police Officer with the City of Eugene, one of the testing components is a general knowledge multiple choice test. In preparation for testing, some applicants like the opportunity of purchasing an optional study guide. These optional study guides are offered at a cost of \$4.00. You may purchase the guides in-person or through the mail at the contact information below; our office hours are Monday-Friday from 8:00am-5:00 pm. Please make your check or money order payable to the City of Eugene:

City of Eugene Human Resources  
940 Willamette Street, Suite 200  
Eugene, OR 97401

***Please note that the purchase of the prep manual is strictly optional—it is NOT required.***

In addition to the written exams, a **physical abilities test** will be administered during the testing weekend. The physical abilities test is designed to measure the minimum job-related physical characteristics of strength, agility, and stamina required of a Police Officer.

**Physical Abilities Practice Sessions: (These sessions are optional and you do not need to register to attend)**

***Wednesday, July 22, 5 pm – 7 pm***

***Sunday, August 2, noon – 2 pm***

***Thursday, August 6, 5 pm – 7 pm***

***Sunday, August 23, noon – 2 pm***

***Friday, August 28, 5 pm – 7 pm***

All practice sessions will be held in the gym at Willamette High School, 1801 Echo Hollow Road in Eugene. Be sure to wear loose fitting exercise clothes and court-type tennis shoes for best footing. Additional tips and information on the physical abilities test can be found at [www.eugene-or.gov/police](http://www.eugene-or.gov/police) by clicking on the link for "[Career Opportunities](#)" and then clicking "[Police Hiring Process](#)".

**Step 3: The interview process** will include job-simulation exercises and questions designed to elicit applicants' relevant skills and abilities for the job. Participants for the interview process are selected based on candidates' performance on the multiple-choice examination, physical abilities examination, descriptive writing exercise, and an evaluation of a personal history questionnaire.

**Final Steps:** A comprehensive **Police background investigation** will be required prior to the final stages of the selection process. Candidates who successfully complete a background investigation and are chosen as finalists will be required to undergo a complete **psychological evaluation**. After passing the psychological evaluation, if a candidate is selected for immediate hire, the candidate will also be required to pass a **physical examination**. The physical examination will be conducted at the Department's expense by the City of Eugene's physician. We will perform a drug-screen test to identify any applicants who use, or have recently used, licit or illicit drugs.

**Please visit our website for more detailed information about the City of Eugene and the Eugene Police Department, and to submit your application material: [www.eugene-or.gov/jobs](http://www.eugene-or.gov/jobs).**

## **THE CITY OF EUGENE**

Eugene's 158,000 citizens live in a metropolitan area at the southern end of the Willamette Valley. Home of the University of Oregon and Lane Community College, Eugene is 70 miles east of ocean beaches and 75 miles west of the Cascade Mountains. Widely known for its excellence in the Arts and Outdoors, the city offers more than 100 miles of biking and jogging paths, and a range of cultural amenities including the world-class Hult Center for the Performing Arts. Just minutes from downtown, you'll find whitewater rafting on the McKenzie River, boating and fishing on nearby lakes and reservoirs, and hiking or rock-climbing amidst lush greenery in public parks. Geographic beauty and variety, educational opportunities, progressive business views, and responsible government make Eugene a desirable place to live.

## **THE DEPARTMENT**

Police services are provided to the City by 190 sworn staff. Officers are initially assigned to a patrol team but later have the opportunity to work on a number of special patrol and investigative assignments including Community Response Team, Canines, Motor Traffic Enforcement, Bicycle Patrol, Explosive and Demolition Unit, SWAT team, Hostage Negotiations, Major Collision Investigation, and Vice/Narcotics.

The Eugene Police Department is dedicated to providing its officers with the most up-to-date vehicles and equipment and comprehensive, quality training. Eugene is a progressive Police department that received State and national recognition for its crime prevention efforts, career criminal tracking program, computerized crime analysis unit, and interagency narcotics investigative team. The Department is actively engaging in a transition to Community Policing.

## **SALARIES AND FRINGE BENEFITS**

Estimated anticipated salary range by Winter 2016 hire date will be \$58,177-\$74,172. Recruit Police Officers receive a beginning annual salary of \$58,177 annually; with experience, education, and training officers can advance to the top step of \$74,172 annually. Applicants with previous law enforcement experience may qualify for a higher starting salary. After three years of employment, officers are eligible for premium pay for education and certification. Premium pay can be worth up to 15% of an officer's base salary. In addition, Police Officers can qualify for a 5% increase for demonstrated fluency in an eligible language (such as Spanish or American Sign Language).

The City of Eugene participates in the Oregon Public Employees Retirement System - a program providing comprehensive retirement and disability benefits for employees. The City of Eugene provides life insurance and family health, dental, and vision care benefits; offers competitive vacation, sick leave, and holiday benefits; provides uniforms, weapons, and equipment.

In addition to the salary listed, upon eligibility, the City will contribute the employee contribution of 6% and the employer contribution to a retirement program administered by the Oregon Public Employees' Retirement System (PERS).

## **ADDITIONAL INFORMATION**

The City of Eugene complies with the Americans with Disabilities Act of 1990. Any applicant with a qualified disability under the Americans with Disabilities Act may request accommodation by contacting an employment coordinator at (541) 682-5061.

In compliance with the Immigration Reform and Control Act of 1986, the City of Eugene will request all eligible candidates who accept employment with the City to provide documentation to prove they are eligible for employment in the United States.

The City of Eugene is committed to a work environment which values the cultural, educational, and life experiences of each employee. We believe that a diverse workforce enables us to deliver culturally competent service to all members of our community. As part of our commitment to diversity, the City continues to be an affirmative action/equal opportunity employer. Women, people with disabilities, and persons of color are strongly encouraged to apply.